

ARIZONA HIDTA EXECUTIVE DIRECTOR VACANCY ANNOUNCEMENT

Location: Arizona HIDTA, Tucson Arizona

Position: HIDTA Executive Director

Salary Range: \$103,000 - \$160,000 (to be negotiated)

Closing Date: March 24, 2006

The Arizona High Intensity Drug Trafficking Area (HIDTA) is a regional consortium that coordinates and supports efforts to control drug trafficking, drug money laundering, and related violence. It includes law enforcement agency-led Initiatives engaged in intelligence and enforcement activities.

The Arizona HIDTA Executive Committee is seeking qualified candidates for the position of HIDTA Executive Director. The HIDTA Executive Director reports to the Arizona HIDTA Executive Committee, which is composed of the heads of federal, state, and local law enforcement agencies operating within the State of Arizona. The Arizona HIDTA is funded by the White House Office of National Drug Control Policy (ONDCP). This management position will be located in Tucson, Arizona and will serve as the liaison between the Arizona HIDTA Executive Committee, Southwest Border HIDTA, and other HIDTAs throughout the United States, the National HIDTA Director, and ONDCP.

Functions of the HIDTA and its Executive Director

- To serve as a centralized clearinghouse for all participating federal agencies' proposed Initiatives and state and local agencies' grant proposals.
- To broker multi-agency participation, develop combined Initiatives and corresponding budgets.
- To handle requests and questions raised by participating agencies.
- To serve as the conduit for directives, policy and related administrative information required of HIDTA participants by ONDCP and the Arizona Executive Committee.

Duties and Responsibilities of the Arizona HIDTA Executive Director

- Works for the Arizona HIDTA Executive Committee and provides programmatic oversight and management of the HIDTA Program within Arizona.
- Under the general direction and guidance of the Arizona HIDTA Executive Committee, forms a cohesive and mutually supportive team for coordination and management of the Arizona HIDTA Program.
- With the approval of the Arizona HIDTA Executive Committee, develops and submits in the proper format on the required dates the four major requirements of the

HIDTA Program: Threat Assessment, Strategy, Initiatives/Budgets, and the Annual Report.

- Exercises programmatic, administrative, and fiscal oversight in support of all Arizona HIDTA Initiatives to ensure they are in compliance with ONDCP HIDTA Program Guidance, Policy, and other program requirements. The HIDTA Executive Director, as well as any other HIDTA-funded administrative personnel with the Arizona HIDTA, shall not have operational control or authority of any Initiative other than the Management and Coordination Initiative to which they are assigned.
- The HIDTA Executive Director is responsible for ensuring the Arizona HIDTA complies with all financial management guidelines and policies of the HIDTA Program and, with the approval of the Arizona HIDTA Executive Committee, exercises reprogramming authority as described in the HIDTA Program Guidance. The HIDTA Executive Director is the grant recipient's point-of-contact for assistance and resolution of HIDTA-related financial issues.
- Serves as the point-of-contact between the Arizona HIDTA Executive Committee, other HIDTAs and ONDCP. The HIDTA Executive Director keeps the Arizona HIDTA Executive Committee apprised of all ONDCP programs and requirements. The HIDTA Executive Director may also be requested to represent the Arizona HIDTA and provide input to other HIDTAs and ONDCP.
- Exercises reprogramming authority, as approved by the Arizona HIDTA Executive Committee, which is consistent with the HIDTA Program Guidance and Policy.
- Establishes and maintains a bar-coding/automated central inventory tracking system for equipment and property purchased with HIDTA funds.
- The HIDTA Executive Director shall help Initiatives to establish adequate performance measures as described by ONDCP, and shall establish a process to verify that the reported performance data are accurate and valid.
- Establishes and maintains an internal review process to evaluate the effectiveness and efficiency of each Initiative in achieving its targeted individual goals and its impact on the overall goals of the strategy.
- The HIDTA Executive Director shall establish and participate in an annual internal review process, or self-inspection, to determine whether each Initiative is being implemented, as described in the budget submission to ONDCP, complies with all HIDTA Program requirements, and is achieving its performance targets. The HIDTA Executive Director shall simultaneously provide the findings of this internal review, in writing, to the Initiative supervisors, and to the Arizona HIDTA Executive Committee. Upon request, the internal review shall be provided to the designated ONDCP policy analyst.
- The HIDTA Executive Director shall have supervisory control only over a Management and Coordination Initiative, Training, or Information Technology Initiative (including any information technology contracts). Neither the HIDTA Executive Director, nor his staff, shall supervise an Enforcement or Intelligence Initiative or a Support Initiative not devoted to training.
- Facilitates the enhanced coordination and the flow of information between and among the Arizona HIDTA and non-HIDTA agencies. Also facilitates activities including OCDETF, all military counterdrug efforts, and others that may apply. Promotes regional and national cooperation among law enforcement agencies. The HIDTA

Executive Director shall develop an intelligence and information sharing plan for the HIDTA that implements the National HIDTA Intelligence System Strategic Plan and meets the requirements specified by ONDCP Guidance.

- Provides advice and counsel to the Arizona HIDTA Executive Committee concerning the status, direction, and success of the Arizona HIDTA Initiatives, programs, and ONDCP requirements.
- Travels on official HIDTA business on behalf of the Arizona HIDTA Executive Committee or ONCDP. The Arizona HIDTA Executive Director will be held accountable to the Arizona HIDTA Executive Committee for all travel that is performed.
- The HIDTA Executive Director shall establish an orientation process for new Arizona HIDTA Executive Committee members, new participating agencies, and new Initiative supervisors, which addresses the specific responsibilities of each, and the general requirements of the HIDTA Program.
- Will perform additional duties/requirements identified by the Arizona HIDTA Executive Committee, which must be consistent with ONDCP HIDTA Program Guidance Policies and Procedures and deemed necessary to enhance the overall HIDTA Program.
- Hires and manages all support personnel on the Executive Director's staff, at the discretion and approval of the Arizona HIDTA Executive Committee, to administer HIDTA policies and procedures. Personnel could include: a Deputy Director, financial officer(s), information technology specialists, intelligence coordinators, intelligence analysts, secretary, administrative assistants, and other positions the Arizona HIDTA Executive Committee determines to be necessary for the efficient functioning of the HIDTA.
- The HIDTA Executive Director will be responsible, and accountable, for the management of the entire Arizona HIDTA budget in cooperation with the selected fiduciary.

Other Requirements

- Interpersonal and negotiation skills.
- Ability to communicate effectively in written and verbal form.
- Budget experience and knowledge of accounting practices.
- Ability to plan and prepare extensive reports and documents.
- Personnel experience.
- Knowledge of state, local and federal grants.
- Travel will be required to achieve HIDTA objectives.

Minimum Qualifications

- A bachelor's degree from an accredited college or university or the equivalent experience;
- A United States citizen with a minimum of 10 years experience in a local, state or federal law enforcement agency with a minimum of five years significant management responsibility;
- Knowledge of drug related crimes from investigation through prosecution;
- Familiarity with national and regional intelligence organizations, sources and procedures;
- Exceptional interpersonal and negotiation skills;
- The ability to communicate effectively in written and verbal form;
- Budget experience and knowledge of accounting practices;
- Basic computer skills and the ability to plan, write, and prepare extensive reports and documents;
- Applicants must also meet all requirements to obtain a Top Secret Security Clearance prior to final acceptance.

Appointment

This position is federally funded, but the selected candidate will not be considered a federal employee for employment purposes. The HIDTA Executive Director will report to the Chairman or designee of the Arizona HIDTA Executive Committee, and will serve at the pleasure of this Committee by virtue of an annual renewable contract based on performance and the availability of continued funding.

The HIDTA Executive Director will be required to comply with all requirements for employment established by the Arizona HIDTA Executive Committee. This appointment is subject to the review and approval of the ONDCP Director

The negotiated employment contract will include base salary and benefits within the stated salary range.

Application

All application materials will be kept strictly confidential.

Application materials should be submitted to: jrblackburn@azcjc.gov or mailed to:

John A. Blackburn, Jr.
Executive Director
Arizona Criminal Justice Commission
1110 W. Washington, Suite 230
Phoenix, Arizona 85007

All application materials must be received no later than the close of business March 24, 2006.

Each candidate shall submit a detailed resume, which includes the following information pertinent to this position:

- Education, experience and training completed;
- Positions held and dates employed;
- Size of operation;
- Level and scope of responsibility;
- Personnel supervised;
- Duties performed;
- Program administration experience; and
- Names and addresses of three references.

Additional Information

Interview and relocation expenses are not reimbursable.

The Arizona HIDTA is an Equal Employment/Affirmative Action/Reasonable Accommodation Employer. In compliance with the American with Disabilities Act (ADA), the Arizona HIDTA will make reasonable accommodations during any and all phases of the selection process for a person with disabilities. Persons with such a disability may request reasonable accommodation by calling (602) 364-1146. Requests should be made as early as possible to allow sufficient time to arrange the accommodation.